



Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners
Timothy O'Donnell, *President*
Clifford Sweeney, *Vice President*
Glenn Blanchard, *Treasurer*
Joseph Ritz III
Elizabeth Buckman

Town Manager
Cathy Willets

Town Clerk
Madeline Shaw

TOWN MEETING AGENDA MAY 7, 2018– 7:30 P.M.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Parks and Recreation Committee Meeting: Tuesday May 15, 2018 at 7:30 p.m.

Town Council Special Meeting on Budget: Monday May 21, 2018 at 7:30 p.m.

Pool Grand Opening Ceremony: Saturday June 2, 2018 at Noon

Town Council Meeting: Monday June 4, 2018 at 7:30 p.m.

4. MEETING ITEMS

A. APPROVE MINUTES: APRIL 2, 2018

B. POLICE REPORT

C. TOWN MANAGER'S REPORT

D. TOWN PLANNER'S REPORT

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS (DETAILS ATTACHED)

- I. Approval of the FY 2019 contract between Town of Emmitsburg and Frederick County Sheriff's Office.

I. CONSENT AGENDA: NONE

J. TREASURER REPORT

K. PLANNING COMMISSION REPORT

L. AGENDA ITEMS (DETAILS ATTACHED)

- I. ~~Frederick County Harm Reduction and Syringe Service Programs~~ POS
(POSTPONED TO JULY 2018 PENDING BOARD AGENDA APPROVAL)
- II. Setting of the Tax Rate for Fiscal Year (FY) 2019
- III. Initial Budget Presentation for Fiscal Year (FY) 2019
- IV. Budget Transfer to Fund 2 in Relation to the Painting of 140 South Seton Avenue for Consideration
- V. Presentation on the Ethics Code and Appeal Procedures by Town Staff
- VI. ~~Code of Conduct Policy for Consideration~~ POSTPONED
- VII. Public Comment Timing in Meetings for Consideration

M. SET AGENDA FOR NEXT MEETING: MAY 21, 2018 & JUNE 4, 2018

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

300A South Seton Avenue • Emmitsburg, Maryland 21727

Phone 301.600.6300 • Fax 301.600.6313 • info@emmitsburgmd.gov • www.emmitsburgmd.gov

A. APPROVE MINUTES: APRIL 2, 2018

**MINUTES
TOWN MEETING
April 2, 2018
Emmitsburg Town Office**

Present: *Elected Officials:* Commissioners: Elizabeth Buckman, Joseph Ritz III, Clifford Sweeney, and Tim O'Donnell, President. *Town Staff:* Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; Amy Naill, Code Enforcement Officer; and Susan Cipperly, Town Planner. *Others Present:* Deputy Ben Whitehouse.

Absent: Commissioner Glenn Blanchard and Mayor Donald Briggs.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the April 2, 2018 Town Meeting to order at 7:30 p.m. EST. Pledge of Allegiance was recited. Upcoming meetings and grand openings were announced.

Approval of Minutes

Motion: To approve the March 5, 2018 town meeting minutes as modified. Motion by Commissioner Ritz III, second by Commissioner Buckman. Vote: Motion carries 4 - 0 in favor, Commissioner Blanchard absent.

Police Report:

Deputy Ben Whitehouse presented the police report from March 2018 (exhibit attached). Deputy Whitehouse explained there were two deaths in town, one for a suicide and one for a natural death. He requested residents with a large amount of prescription medication call the deputies for home pick-up. Commissioner Buckman requested more deputy coverage on Friday and Saturday evenings and more monitoring of large truck speeds through Town. Two public comments were made from *Maria Henry, 113 East Main Street* and *Donald Som, 2 W. Main St.*, about their observations of large trucks constantly speeding through town and the ongoing schedule of the trucks.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from February 2018 (exhibit attached). Ms. Willets mentioned there is currently a surplus of precipitation, there were no spills of untreated sewerage, and the wastewater treatment plant (WWTP) did not exceed its design capacity during the month of February 2018. For noteworthy items, there is a large amount of inflow and infiltration (I&I), or wild water, in the sewage pipes due to a possible hole in the East Main Street line. As a result, the Town is treating an excess of .351 million gallons of I&I a day. There are also some power blips causing problems at the WWTP. Town staff fixed four water line breaks on West Main Street that occurred from the new Seton Center flow tests. A budget transfer will be needed at the next town meeting for 140 South Seton Avenue, a residential rental property, which needs painting and lead testing.

Town Planners Report:

Susan Cipperly, Town Planner, presented the Town Planner's Report from February 2018 (exhibit attached). Ms. Cipperly mentioned the Geographical Information System (GIS) has been very helpful with mapping various town projects and grants. The Dog Park will open May 5, 2018. Approximately \$4,800 has been raised in dog park donations to date, which helped fund the purchase of four dog park benches. The pool parking lot will be paved soon through a Project Open Space (POS) grant. The SHA MD 140 sidewalk project trees should be planted in May 2018. Any problems found within one year of the sidewalk completion date can be corrected by SHA per Town request.

Commissioner Comments:

- **Commissioner Buckman:** She requested the Board look into a sliding scale for entrance fees to Community Pool. The Boy Scouts have requested to run the pool concession stand with the girl scouts. There is a community yoga at the VFW on Main Street every Tuesday and Thursday at 6:30 p.m. She requested the Board visit the possibility of hiring contractually for a town planner position since growth appears to be slow.
- **Commissioner Ritz III:** He thanked town staff for promptly clearing the snow during the recent snowstorm.
- **Commissioner Sweeney:** He reiterated the Boy Scouts would like to use the concession stand at Community Pool and the Lions Club can partner with the group by donating coolers/grills. He requested a trial concession

day at the Community Pool during Community Heritage Day 2018. He invited locals to volunteer and donate to get Emmitsburg Little League up and running again in Emmitsburg.

- Commissioner O'Donnell: He explained the Town was not able to obtain funding through the SHA for bike trails at this time. He received an email from an individual expressing frustration over the Town's choice to give baseball field use to non-town organizations. He requested the Board review ordinances on allowing microbrewery operations in Town. National Interscholastic Cycling Association (NICA) will do a bike ride on Community Heritage Day.

Mayor's Comments:

None. Mayor Briggs absent.

Public Comments:

None. Comments are in relation to agenda item number three.

Administrative Business:

- I. Proclamation: April as National Child Abuse Prevention Month: Lynn Davis, Director of the Child Advocacy Center, and Cindy Miller, President of the Friends of the Child Advocacy Center, thanked the commissioners and Town for making April 2018 Child Abuse Awareness Month and allowing pinwheels to be "planted" in front of the Emmitsburg Community Center. Ms. Davis explained 200+ children use the resources through their center. Commissioner O'Donnell read the proclamation.
- II. Proclamation: Arbor Day Observance on April 28, 2018: Ms. Willets explained the proclamation is needed to become Tree City USA certified in Emmitsburg. The tree-planting event is scheduled for Saturday April 28, 2018 in Community Park. Commissioner O'Donnell read the proclamation.
- III. Recommendations Related to Multi-User Trail Route: Commissioner O'Donnell explained the grant application procedures have changed, so the Trail Conservancy is not pursuing the Emmitsburg trail grant anymore. As a result, it is unlikely new trails, such as the orange trail, will be built in summer 2018. Commissioner O'Donnell will update the Board if anything changes.

Consent Agenda:

None

Treasurer's Report:

Ms. Willets presented the Treasurer's Report for March 2018 in lieu of Commissioner Blanchard's absence (exhibit in April 2, 2018 agenda packet). The operating balance forward is \$5,298,146. The top 10 check amounts are listed.

Planning Commission Report:

None. There was no meeting in March 2018.

II. Agenda Items

Agenda Item #1- Frederick County Harm Reduction and Syringe Service Programs: This item has been postponed to the May 7, 2018 town meeting (per Frederick County's request) pending Board agenda approval.

Agenda Item #2- Update to Parking Policy and Ordinances for Discussion: Ms. Willets explained Amy Naill, Parking and Code Enforcement Officer, researched about 30 other municipalities for these items. The current parking citation rates have been the same since 1999. In 2004 the parking meter rates were raised to 0.25 cents an hour or 0.10 cents for 15 minutes. For Policy 18-03 town staff recommends increasing the overtime parking fine from \$5.00 to \$10.00 since it has not been raised since 1999. Policy 18-05 would require at least a 24-hour notice on parking meter reservations and a fee increase from \$2.00 to \$5.00 to help recuperate town costs. John Clapp, Town Attorney, reviewed all the ordinances and policies presented. Ms. Willets proceeded by reading the changes in ordinances 18-03, 18-04, 18-05 and 18-06. The majority of the changes bring the town code up to Maryland Vehicle Law, which precedes Town Code. The Board requested modification to Ordinance 18-04 under "Repair Work Performed on Vehicles" by adding a forty-eight (48) hour period and the word "beyond" get added under "Parking Near Fire Hydrants, Intersections, Etc." number three. Ms. Naill stated these updates will help her perform her job to the best of her ability, and the changes are not to target residents but to improve safety. The Board requested town staff research businesses renting a specific metered parking space for an extended (monthly) period of time.

Agenda Item #3- Presentation by Town Staff on Short Term Transient Rentals: Susan Cipperly, Town Planner, presented a PowerPoint on short-term transient rentals (STTR). She explained STTR are not addressed in the Town code like hotels, bed and breakfasts and boarding houses. The disadvantages of STTR were reviewed: renters are strangers, security concerns, noise, possible property damage, fraudulent listings, unfair competition, no public notice, neighbor hostility and hotel health/safety codes do not apply. To combat these concerns, Ms. Cipperly suggested limiting the number of STTR, requiring STTR managers be available 24/7 and requiring licensing and permitting.

To date, the Planning Commission has discussed STTR on three different occasions since October 2017. The Planning Commission agreed all rental units should be registered with the town and believed determining what zone STTR are under is not necessary. If the Board wishes to continue pursuing this item, a STTR definition, zoning classification, management requirements and draft ordinance is needed with public input. *Maria Henry, 113 East Main Street* - believes the disadvantages reviewed were the worst-case scenarios and reviewed the procedures for renting STTR. She believes STTR are positive for the Emmitsburg community. Commissioner Buckman explained she would like parameters pursued, but property rights protected. The Board agreed the ordinances should be modified instead of writing new ordinances. *Maria Henry* explained she came to the town office because she wanted to get her home certified as safe, but was told she was violating town code, which started the process for reviewing STTRs by the Town. The Board requested more information from the Town Planner on STTR before an ordinance is pursued. The Board requested the same educational packet the Planning Commission received from the Town Planner and for town staff to research Frederick County's recommendation and similar sized municipalities' (with a tourist component) recommendations for handling STTR.

Agenda Item #4- Public Comment Timing in Meetings for Consideration: Commissioner O'Donnell asked if the Board wanted to table this agenda item due to the late hour.

Motion: To move item number four, timing of meetings, to the next meeting. Motion by Commissioner Buckman, second by Commissioner Ritz III. Vote: Motion carries 4-0 in favor with Commissioner Blanchard absent.

The Board requested moving the Citizens Advisory Committee meeting from April 17, 2018 to an evening in May 2018 to allow for a closed executive session on April 17, 2018. No vote was taken on moving the meeting. A two-minute recess was called at 10:50 PM by Commissioner O'Donnell. The Board reconvened at 10:52 PM. Commissioner O'Donnell stated a closed session will be held after the May 7, 2018 meeting instead.

Set Agenda Items for May 7, 2018 Town Meeting

1. Frederick County Harm Reduction and Syringe Service Program Presentation.
2. Setting of the Tax Rate for Fiscal Year (FY) 2019.
3. Initial Budget Presentation for Fiscal Year (FY) 2019.
4. Budget Transfer to Fund 2 in Relation to the Painting of 140 South Seton Avenue for Consideration.
5. Presentation on the Ethics Code and Appeal Procedures by Town Staff.
6. Code of Conduct Policy for Consideration.
7. Public Comment Timing in Meetings for Consideration

Motion: To accept the agenda for the May 7, 2018 town meeting as presented. Motion by Commissioner Sweeney, second by Commissioner Buckman. Vote: Motion carries 4-0 in favor with Commissioner Blanchard absent.

Motion: To close the meeting. Motion by Commissioner Buckman, second by Commissioner Ritz III. Vote: Motion carries 4-0 in favor with Commissioner Blanchard absent.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the April 2, 2018 Town Meeting was adjourned at 11:00 p.m. EST.

Respectfully submitted,

Madeline Shaw, Town Clerk
Approved:

B. POLICE REPORT: Presentation by deputies at the meeting.

C. TOWN MANAGER’S REPORT

**Town Manager’s Report
March 2018
Prepared by Cathy Willets**

Streets:

- Staff straightened and replaced signs around Town.
- Staff cold patched potholes around Town.
- Staff and contractor poured new section of concrete @ 402 West Main St. (installed new curb stop)
- Staff and contractor plowed for snow events.
- Staff and contractor repaired several water leaks.
- Staff repaired potholes around Town.

Sidewalk and Bridge Project:

- Staff switched some parking meters around for the sidewalk project.
- Contractor dug through two sewer lines on the square. Staff and contractor made repairs.

Parks:

- Staff put up reforestation signs along Flat Run Creek from Emmit Gardens to the Rte. 15 bridge.
- Staff conducted an inventory of the buildings and locks for the parks and ballfields.

Water:

- Rainbow Lake is at the spillway level of 16.6 feet.
- The roughing filters are being backwashed one time a day and the DE filters are being done one time per week.
- Well levels (optimum level was determined to be May 2011). Well #1 and #2 usage is down as we are starting to get our lake number. Well #4 is shut off.

	<u>May 2011</u>	<u>March 2018</u>	<u>Change</u>
○ Well #1:	35’	26’	+9
○ Well #2:	8’	7’	+1
○ Well #3:	12	OFF	N/A
○ Well #4:	108’	OFF	n/a
○ Well #5:	10’	13’	-3

- Water production and consumption. We produced an average of 281,824 GPD. We consumed an average of 217,404 GPD. The difference is "Backwash Water" ... (10.3%).
 - 21.5% of this water came from wells.
 - 4.8% of this water came from Mt. St. Mary's.
 - 73.7% of this water came from Rainbow Lake.

We purchased 443,840 gallons of water from MSM this month.

Wastewater:

- We received about 1.90" of precipitation this month (the average is 2.72").
 - We have a precipitation **SURPLUS** of 1.87" over the last six months. The average precipitation for the period from October 1 through March 31 is 20.33". We have received 22.20" for that period.

Wastewater Treatment:

- We treated an average of 566,000 GPD (consumed 217,404 GPD) which means that **61.6%** of the wastewater treated this month was "wild water".
- We had no spills of untreated sewerage in the month of March.
- We did exceed the plant's design capacity three times in the month of March
845,000gpd 03/01 790,000gpd 03/02 770,000gpd 03/24

Trash: Trash pickup will remain on Mondays in the month of May except for Memorial Day when the trash will be picked up on Tuesday May 29th.

Meetings Attended:

03/05 Attended Town Meeting
03/06 Met with Mayor
03/07 Attended meeting with SHA re: square project
03/09 Met with Mayor
03/09 Attended meeting with planner & SHA re: landscaping
03/10 Met with staff re: proposed parking ordinances/policies
03/13 Met with staff re: water accounting
03/13 Met with Mayor
03/15 Attended department head meeting
03/15 Attended support staff meeting
03/16 Met with Mayor
03/19 Met with Mayor
03/20 Met with staff to review evaluations
03/22 Met with Mayor
03/26 Met with staff to review evaluations
03/27 Met with departments heads re: FY19 budget
03/27 Met with Mayor
03/28 Met with Mayor
03/29 Attended meeting with SHA re: bridge project
03/29 Met with accountant re: FY19 budget

Noteworthy:

- Contractor installed new salt shed at WWTP.
- Staff repaired four leaks that were most likely caused by the flow test at the new Seton Center.
- Improved water quality and lower demand (repair of leaks) has significantly improved operations at the water plant. (Fewer roughing filter and DE filter washes as well as less coagulant usage.)

PARKING ENFORCEMENT REPORT
March 2018

Overtime Parking	63
Restricted Parking Zone	2
Parked in Crosswalk	
Parked on Sidewalk	
Parked Blocking Road	1
Parked by Fire Hydrant	
Parked on Highway	
Failure to Park between Lines	
Other Violation	
Left Side Parking	
Meter Money	\$679.41
Parking Permits	\$115.00
Meter Bag Rental	
Parking Ticket Money	\$370.00
Funerals	
Total:	\$1,164.41

D. TOWN PLANNER'S REPORT

Town Planner's Report
March 2018
Prepared by Susan H. Cipperly, AICP

1. **GIS** – Prepared various maps to support grant applications and other town projects. Will be working with ALWI to map storm drains and SWM facilities needed for the MS-4 (stormwater) permit. Fieldwork on water/sewer mapping will continue when town DPW staff can assist.
2. **Sidewalk Project:** Fielded resident complaints and concerns, and passed them along to SHA. Provided info to parking enforcement and office manager regarding daily need to be designated No Parking. Provided wording for website, Facebook and Ch. 99. Sent e-mails to business community as needed. Attended several meetings and on-site discussions regarding design elements.
3. **Community Legacy:** Communicated with DHCD contact regarding financial records. Processed reimbursement request for two completed projects. These two reimbursements should make it possible to close out FY2016.
4. **Permits and Zoning Inquiries -- highlights**
 - Followed up on permit enforcement situations in progress, together with Frederick County permits office.
 - Processed permit for second model home by Richmond America Homes (Ramblewood Drive).
 - Provided zoning info in response to inquiries.
5. **Dog Park** – Ordered dedicated benches, waste stations, signage, and other elements.
6. **DNR** - Prepared and sent Annual Report to Forestry Office.
7. **Office meetings** – Dept. Head, budget, performance evaluation.
8. **Town Meeting** – Updated Short-term transient rental ppt for April 2 Town Meeting & presented.
9. **Traffic Study** – Was contacted by a traffic-engineering consultant in reference to a potential commercial project, for which the Town provides a scope of work for traffic impact study.

Upcoming projects/activity as of April 20, 2018 - Planning and Zoning:

1. **Submit reports for Community Legacy projects** – façade and sidewalk grants.
Submit application to DHCD for FY2019 Façade – restoration program.
2. **Final Report for MHAA Grant for the Square** – as invoices are processed by SHA.
3. **Continue with MS-4, GIS, Sidewalk, etc.**
4. **Board of Appeals:** Arrange BOA meeting to undertake reorganization, since there have been new members appointed. (Provided MDP course info to new alternate on BOA)
5. **Enforcement:** There are several enforcement issues that have been backlogged due to other activity taking precedence. Need to follow up with property owners and Frederick County regarding violations.
6. **Organize:** Planning and Zoning files and computer files in contemplation of upcoming retirement.
7. **Projects upcoming that will involve staff review and the Planning Commission:**
 - Re-Approval of Emmitsburg East Industrial Park II (approval has lapsed)
 - Brookfield/Irishtown Road approval renewal for that section
 - Potential commercial development submitted in next 6 months or so.
(site plans followed by building permits)

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

Meetings Attended:

April 2, met with town manager

April 5, met with town manager

April 7, Saturday night met with a hundred plus firemen from the Cumberland Valley Volunteer Firefighters Association, while another 100 firefighters gathered in town to attend the spring meeting the Executive Fire Officer Program Graduate Symposium. Both groups were among the many who were here for annual events.

April 10, met with town manager

April 10, attended Mt. St. Mary's University Athletic Committee (AAC) at MSMU.

April 11, spoke with John Fieseler, Tourism Council, RE: William Cochran, Glass Etching.

April 11, spoke with Helen Propheter, director of the Frederick County Office of Economic Development, RE: William Cochran, Glass Etching.

April 11, Spoke with Chip Jewell, Frederick County Fire Rescue Museum, RE: William Cochran, Glass Etching.

April 12, spoke with Lisa McDonald, Executive Director of Frederick County Boys and Girls Club

April 13, met with town manager

April 16, met with town manager

April 16, staff and I met with Frederick County and Boys and Girls Club

April 18, met with town manager

April 23, met with town manager

April 25, met with town manager

April 25, met with Mount St. Mary's University, Chief of Staff Wayne Green

April 26, met with town manager

April 26, staff and I met with Electronic Vehicle Grant Company, First Energy rep and county rep.

April 26, Frederick County MD Municipal League Chapter meeting

April 28, Saturday, Arbor Day Celebration at Community Park.

April 30, met with town manager

Upcoming Community Events and Grand Openings:

- Saturday, May 5 at 9:00 AM: **Dog Park Ribbon Cutting** - Grand Opening
- Saturday, June 2 at Noon: **Grand Opening of Community Pool**
- Saturday, June 30 at 9:00 AM: **Dedication of Town Square**, Community Heritage Day

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS

- I. Item #1 - Approval of the FY 2019 contract between Town of Emmitsburg and Frederick County Sheriff's Office: Presentation by town staff.**

Total Contract: \$276,403.00

Increase: 3.15%

Total Increase from FY 2018: \$8,712.00

Reason: Anticipated 3.15% salary increase and cost of vehicle fuel.

I. CONSENT AGENDA: NONE

J. TREASURER REPORT

**Town of Emmitsburg
 CASH ACTIVITY as of April 25, 2018**

\$5,296,141	Cash Balance April 1, 2018
277,640	Deposits
-364,702	Withdrawals
\$5,209,079	Operating Balance Forward

Top 10 Check Amounts:

Amount	Vendor Name	Description	Check Date	Check Number
\$72,950	Make N Waves Inc	Draw # 4 - Completion Tile - Interior	04.18.18	38246
\$67,786	Treasurer of Frederick County	3Q FY18 Law Enforcement	04.18.18	38240
\$23,797	Comptroller of MD	3Q FY18 Bay Restoration Fee	04.11.18	38217
\$21,315	MD Dept of Budget & Mgmt	Mar 18 Health Insurance	04.04.18	38175
\$19,800	S&W Construction	Install Salt Shed	04.04.18	38187
\$11,185	Green Arbor Corp	Pool - Retaining Wall	04.11.18	38209
\$10,790	UGI Energy Services	Mar 18 Solar Field # 2	04.11.18	38226
\$9,913	Beachham	Community Legacy - Window Replacement	03.28.18	38161
\$8,150	Coldsmith Roofing Inc	Down Payment - Pool Roof	03.28.18	38148
\$6,026	Republic Services	Apr 18 Refuse Services	04.11.18	38198

Check dates 03.28.18 to 04.24.18

K. PLANNING COMMISSION REPORT: Presentation at the meeting.

L. AGENDA ITEMS:

~~I. Frederick County Harm Reduction and Syringe Service Programs:~~

~~Presentation at meeting by Jessica Ellis, Syringe Services Program Coordinator
with Frederick County Behavioral Health Services.~~

**NOTE: POSTPONED TO 07/2018 TOWN MEETING
(PENDING BOARD AGENDA APPROVAL)
PER THE REQUEST OF THE
FREDERICK COUNTY HEALTH DEPARTMENT**

AGENDA ITEMS CONTINUED:

- II. Setting of the Tax Rate for Fiscal Year (FY) 2019:** Presentation at meeting by Mayor Briggs and town staff.

Rate: Tax rate same as previous year's, .36 cents per \$100.
This is adopted as part of the FY2019 budget.

- III. Initial Budget Presentation for Fiscal Year (FY) 2019:** Presentation at meeting by Mayor Briggs and town staff.

AGENDA ITEMS CONTINUED:

IV. Budget Transfer to Fund 2 in Relation to the Painting of 140 South Seton Avenue for Consideration: Presentation at meeting by town staff.

Item:	Cost:
Kelly Home Services Initial Testing	No Charge
UTZ Handyman and Remodeling (Painting)	\$15,840.00
Cleaning Company (Perfect Palace)	\$250.00
Kelly Home Services Re-Testing	\$305.00
Hotel for Payne Family, 04/10 – 04/27	\$2,266.62
Food for the Payne Family	\$1,247.01
Storage Unit (Affordable Self Storage) & lock	\$350.00
Carpet	\$250.00
Carpet Installation	\$550.00
Total:	\$21,058.63

Paid to date: \$5,227.00 (deposit for painting)
\$600.00 (reimbursement for meals)
Total: \$5,827.00

Fund 2 balance for 140 South Seton Ave.: \$9,047
Remaining Fund 2 balance: \$3,220

Remaining amount to be paid: \$15,232 - \$3,220 (fund 2) = \$12,012 budget transfer needed

Staff recommends transferring \$12,012 from Fund 2 LED Upgrade (\$25,479). Leaving a balance of \$13,467.

AGENDA ITEMS CONTINUED:

- V. Presentation on the Ethics Code and Appeal Procedures by Town Staff:**
Presentation at meeting by town staff.

AGENDA ITEMS CONTINUED:

~~**VI. Code of Conduct Policy for Consideration:**~~ Presentation at meeting by town staff.

POSTPONED: PER THE REQUEST OF THE MAYOR AND TOWN STAFF. DATE TO BE DETERMINED.

AGENDA ITEMS CONTINUED:

- VII. Public Comment Timing in Meetings for Consideration:** Presentation at meeting by Commissioner Buckman and town staff.

The following municipalities have their public comment early/first in the agenda. Their most recent agendas are attached.

- i. Borough of Gettysburg, Pennsylvania
- ii. City of Brunswick, Maryland
- iii. Boonsboro, Maryland

The following municipalities have their public comment late/last in the agenda...

- Thurmont: #7 on agenda, last item.
- Walkersville: last item on agenda, they do not allow public comment prior.
- Middletown: #9 on agenda, last item before announcements (#10) and adjournment.
- Westminster: #13 on agenda (out of 14 items), last item
- Myersville: #9 on agenda, last item before adjournment
- Rockville: #10 on the agenda (out of 26 total items), after Proclamations & Awards
- Gaithersburg: #7 on the agenda (out of 25 total items), after Proclamations

SAMPLE AGENDA FROM THE BOROUGH OF GETTYSBURG

Council Work Session Meeting Agenda
from Monday, March 26, 2018 – 7:00 PM

- I. Call to Order President Naugle
- II. Welcome and Opening Remarks President Naugle
- III. Announcements President Naugle
- IV. **Public Comment – Restricted to Items on the Agenda**
(Clerk Note: Only chance to speak about something before its voted on. Also, a chance to speak about items that are not on the agenda).
- V. Tabled Old Business
 - I. Fuel System Harbaugh
 - II. PBS 2017-2 Rezoning – ROR District Gable/LaBarre
 - III. PBS 2017-1 LERTA Member Heyser/Gable
 - IV. End Cap Properties Member Strauss/LaBarre
- VI. Old Business
 - I. Council Tablets Manager Gable
 - II. PBS 2017-3 Parking President Naugle
 - III. PBS 2016-27 Verizon Small Cell Sites Gable
 - IV. Community Meetings President Naugle
 - Newsletter Topics
- VII. New Business
 - I. RPP Request – 800 Block Johns Avenue Miller/Gable
 - II. Sexual Harassment Policy President Naugle Member Lawson
 - III. PBS 2018-1 MS4 Gable/Clabaugh
- VIII. **Public Comment**
(Clerk Note: Chance to make comments after the items are voted on).
- IX. Adjournment

SAMPLE AGENDA FROM THE CITY OF BRUNSWICK

Mayor and Council Meeting Agenda
from Tuesday March 13, 2018 – 7:00 PM

1. CALL TO ORDER, PLEDGE, AND ROLL CALL
2. MAYOR'S REMARKS
3. APPROVAL OF MINUTES
 - a. Mayor & Council Meeting-February 13 & 27, 2018
 - b. Mayor & Council/Planning Commission Workshop-February 6, 2018
 - c. Closed Meeting-February 6, 13, 27, 2018
4. **CITIZENS' FORUM (PETITIONS, REMONSTRANCES, AND COMMUNICATIONS)**
(Clerk Note: I spoke with the Brunswick clerk, they allow 5 minute to make comments about any upcoming items and do not let people speak after that. If there is a large agenda item they are anticipating a lot of public comment on (e.g. an SHA project) the Mayor or President will request anyone wanting to speak on that item wait until the agenda item is being discussed.)
5. INTRODUCTION AND ADOPTION OF RESOLUTIONS AND ORDINANCES
 - a. Resolution 2018-04- Traffic Control Request- 415 North Maple Avenue-vote anticipated
 - b. Resolution 2018-05 - Traffic Control Request - 22 East C Street - vote anticipated
6. REPORT OF OFFICERS - COUNCIL- COMMITTEES
7. CONSENT AGENDA
 - a. PO# PW-4578 -Core & Main-Cemetery Circle Water Line Replacement - \$25,668.87
 - b. Final Phase I FRO Release \$59,596.50
 - c. Final Phase IIA FRO Release \$30,947.00
 - d. Phase IIIA SEC/SWM surety reduction 323,908.05
 - e. Water & Sewer Phase 2A part 2 Conditional Approval partial release \$113,062.00
 - f. Stormdrain Phase 2A part 2 Conditional Approval partial release \$22,724.00
 - g. Paving Phase 2A part 2 Conditional Approval partial release \$126,412.56
 - h. Water & Sewer Phase 2B part 1 Conditional Approval partial release \$259,747.00
 - i. Stormdrain Phase 2B part 1 Conditional Approval partial release \$106,566.00
 - j. Paving Phase 2B part 1 Conditional Approval partial release \$198,221.50
 - k. Water & Sewer Phase 2B part 2 Conditional Approval partial release \$323,031.00
 - l. Stormdrain Phase 2B part 2 Conditional Approval partial release \$101,510.00
8. UNFINISHED BUSINESS
9. NEW BUSINESS
 - a. Urban Planner Small Area Plan Concept Presentation
 - b. City Park Building Policy Update - vote anticipated
 - c. Event Application Approval- New Hope UMC - Easter Egg Hunt-vote anticipated
10. MISCELLANEOUS AND APPROPRIATIONS
11. ADJOURNMENT

SAMPLE AGENDA FROM BOONSBORO MARYLAND

Mayor and Council Meeting Agenda
from Monday March 5, 2018 – 7:00 PM

7PM - PLEDGE AND INVOCATION – Mayor Howard Long

ROLL CALL

REVIEW AND APPROVAL OF MEETING MINUTES – Draft Minutes

Regular Session – February 5 2018
Budget Workshop – February 12, 2018
Budget Workshop – February 20, 201
Workshop Session – February 26, 2018
Executive Session – February 26, 2018

Treasurers Report – February 2018
Bills to Be Paid – February 2018

PUBLIC COMMENTS (must sign in and limit comments to 3 minutes)

MAYOR AND COUNCIL MEMBER CORRESPONDENCE

POLICE DEPARTMENT REPORT- Chief Stanford

NEW BUSINESS

Ladies Auxiliary Request - Memorial Day Parade & Service
Safety Manual- Recommendation For Approval
Shafer Park Tax Revenue – summary
Recommendation to Hire – Town Planner
Town Manager

COMMISSION REPORTS

Public Safety – Councilmember Byrd
Park Board- Councilmember Kerns
Utilities – Councilmember Davis
Planning – Councilmember Solberg EDC- Assistant Mayor Kauffman
Environmental Commission- Councilmember Schmidt

Town Manager’s Report –Megan Clark

M. SET AGENDA FOR BUDGET MEETING: MAY 21, 2018.

- 1.
- 2.
- 3.

SET AGENDA FOR NEXT TOWN MEETING: JUNE 4, 2018

- 1.
- 2.
- 3.
- 4.
- 5.

Administrative Business:

- A.
- B.
- C.
- D.